

Michigan Educational Assessment Program (MEAP) Appeal Process

Background

Parents/guardians who believe an error has been made in scoring or in reporting their son's or daughter's test results may request that an appeal be made. An appeal must be made through the local school office.

Every effort has been made to ensure that the Michigan Educational Assessment Program (MEAP) scoring process is error free. All multiple-choice test questions are scored using state-of-the-art scanning equipment controlled by computer. If the directions for marking answers were followed correctly, it is unlikely that an error occurred in scoring multiple-choice items. All open-ended items are independently scored by two highly trained individuals according to standardized procedures. If the first and second scores are not equivalent or adjacent, a third, more experienced scorer is asked to adjudicate. The training process is designed to ensure consistency.

However, if there is good reason to believe that an error has been made in scoring and/or reporting, the school may submit a written request on behalf of the parent/guardian to have a test rescored.

The appeal process is currently available only for grades seven, eight, and high school. It applies only to circumstances where parents/guardians believe an error in scoring or reporting has occurred.

Reasons for Appealing

Reasons for believing an error may have been made include the following:

- the student's score on the test is very different from the student's typical performance based on teacher grades in courses where instruction is aligned with the *Michigan Model Core Curriculum Outcomes*, teacher evaluations, etc.
- the student wrote a response but received a score report indicating that the paper was blank
- the student took the test but did not receive a score report

The Appeal Process

The following are key elements of the appeal process:

- It is the district's responsibility to distribute parent reports within 10 working days of receipt and to notify parents of their right to appeal.
- If the district does not distribute reports within 10 working days of receipt, the parent may ask for an extension of the appeal deadline.
- Parents may start an appeal by requesting a copy of this appeal process information and an appeal request form from the school. The school principal must transmit the completed form to the MEAP Office within 45 working days of the date on which parent reports are shipped to the district.
- Appeal request forms must be postmarked within 45 working days of the date on which parent reports are shipped to the school district. The deadline for submitting appeal requests will be published and sent with test results.

- The MEAP Office will review and forward eligible requests to the scoring contractor.
- The scoring contractor will rescore the affected test using the state's scoring guides.
- The MEAP Office will return written notification of rescore results to the school within 30 days of the MEAP Office's receipt of the appeal request form.
- If it is determined that an error was made and the student's score increases, a new report will be issued with the higher score replacing the original score.
- If rescoring yields a lower score, the higher score will stand.
- An appeal for rescoring should not be made for the sole purpose of reviewing the student's answer booklet. However, as part of the appeal process, the parent, a designated school representative and the student may review the student's answer booklet after the appeal results are returned. This will occur in the MEAP Office in Lansing, Michigan, under the supervision of a MEAP staff member.
- If the results of an appeal are pending and the student has the opportunity to retest, the student should retest. (Students have the option to retest on the high school MEAP tests only.)
- The results of an appeal cannot be appealed.

**Michigan Educational Assessment Program (MEAP)
High School Tests (HST) Appeal Request Form — Fall 2004**

A copy of the student's parent report must be submitted with this form to verify the test window and score being appealed. *Appeal request forms for High School Tests administered during Fall 2004 must be postmarked on or before April 1, 2005.* A separate form must be completed for each subject being appealed. Please type or print.

To Be Completed by the PARENT/GUARDIAN

Subject: ELA Part 1 ELA Part 2 Mathematics Science Social Studies

Student's name as it appears on parent report: _____

Student's Merit ID as it appears on parent report: _____

Student's scaled score and score category: _____

Specific reason for appeal: _____

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

☐ Check here if you wish to come to Lansing, Michigan, to view your child's answer booklet.

To Be Completed by the PRINCIPAL

District name in which the test was taken and district code: _____

School name and building code: _____

I, the school principal, forward this appeal request based upon the above-stated reason which appears to meet the MEAP appeal criteria.

Principal's name: _____ Phone no.: (____) _____

Principal's address: _____

Principal's signature: _____ Date: _____

Mail to: MEAP APPEAL
P.O. Box 30008 Lansing, MI 48909

To Be Completed by MEAP

MEAP authorization to rescore: _____ Date: _____

To Be Completed by the SCORING CONTRACTOR

_____ There is no score change.

_____ The scaled score changed from _____ to _____, and the score category remained the same.

_____ The scaled score changed from _____ to _____, and the score category changed from _____ to _____.